

# Confirmation of services and payment

- Clients must send their request for services at least seven (7) working days before the start of the service
- Clients may choose from any of the methods of payment included in the application form (bank transfer or credit card payment)
- 7 days before the beginning of the requested service 100% of the invoice has to be paid
- Under no account shall services be supplied if all the invoices issued by Fira de Barcelona have not been paid prior to taking out the service

## Services details

- A minimum order of 30 pax is applicable for the above catering service. If the number of pax falls below the minimum, a standard surcharge of 211,80 euros is applicable per service ordered.
- Each catering service ordered includes one service staff for a minimum order of 30 pax. Orders for hot cocktails require a kitchen/preparation room near the area of catering for preparation.
- If the event is delayed and there is a need to extend the catering time, there will be an additional charge of 27,00 euros per hour per service staff.

## The prices include:

- Set up for bar counters and catering tables necessary for each occasion and according to the possibilities within the space available.
- All the cutleries and utensils required for the delivery of the catering service.
- Delivery of the food items to the catering area indicated by the Exhibitor
- Set up and dismantling of the tables/counters/ materials used for the catering service.
- Kitchen and service staff. The number of kitchen and service staff will be determined by the caterer.

## The prices exclude:

- Construction or set up and dismantling of kitchen area in catering area indicates by the Exhibitor
- Carpeting, electricity and water requirements, extra Staff, flower arrangements.
- VAT (prices do not include VAT. In each case, the corresponding VAT will be applied)

## Cancellations conditions

- All cancellations must be made in writing.
- Cancellations made up to 7 working days before the start of the service shall not be subject to penalties.
- For cancellations made up to 4 working days before the start of a service, Fira de Barcelona shall be entitled to 50% of the service cancelled, as a penalty.
- For cancellations made up to 3 working days before the start of a service, Fira de Barcelona shall be entitled to 100% of the service cancelled as a penalty.

## METHODS OF PAYMENT

- Clients may choose from any of the methods of payment included in the application form (bank transfer, standing order payment, or credit card payment).
- Bank transfers must be made to the following bank account:  
CAIXABANK, S.A. Av. Paral·lel 180 – 08015  
IBAN ES49 2100 0927 5602 0001 7660  
SWIFT : CAIXESBBXXX

## DATA PROTECTION.

In accordance with LOPD (Data Protection Law) 15/1999, LSSICE (Information Society and Electronic Commerce Law) 34/2002, and other legal instruments, clients are informed that the personal data voluntarily supplied, including e-mail addresses, shall be added to FIRA DE BARCELONA's automated database. By sending their data, clients give their express authorisation for the use of such by FIRA DE BARCELONA, including correspondence via e-mail, for the purposes of advertising and informing clients of the activities it organises and/or for supporting its logistics services. Furthermore, clients are informed that their data may be made known, under the strictest terms of confidentiality, to FIRA DE BARCELONA's business partners, providing that such measures be necessary for the purposes of the latter to provide the service requested. Clients are likewise informed of the possibility of exercising their rights to access, modify, delete and object to the data, in which case they should address themselves in writing to FIRA DE BARCELONA, DEPARTAMENTO ADMINISTRATIVO COMERCIAL (DAC), Avenida Reina M<sup>a</sup> Cristina s/n, Palacio n<sup>o</sup> 1 (Barcelona 08004), or via e-mail to [datos@firabarcelona.com](mailto:datos@firabarcelona.com)

## SERVICE ORDER FORM 2017

### CONTACT DETAILS

COMPANY NAME \_\_\_\_\_

VAT NUMBER \_\_\_\_\_

TELEPHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

ZIP CODE \_\_\_\_\_

EMAIL \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

EMAIL \_\_\_\_\_

MOBILE PHONE DURING THE SHOW \_\_\_\_\_

LOCATION: M1 \_\_\_\_\_

GV \_\_\_\_\_

HALL / LEVEL \_\_\_\_\_

BOOTH N° & STREET \_\_\_\_\_

### SERVICE DETAILS

DATE	Nº PEOPLE	TYPE OF SERVICE	LOCATION	STARTING TIME

### PAYMENT METHODS

Please choose the different methods of payment:

Credit card

Bank transfer

Credit card

CARD HOLDER NAME \_\_\_\_\_

CREDIT CARD NUMBER \_\_\_\_\_

EXPIRY DATE \_\_\_\_\_ / \_\_\_\_\_

CREDIT CARD TYPE VISA / EC / MC

AMEX / DINERS

I HAVE READ AND ACCEPT THE CONDITIONS / ORDERING DEADLINE: 7 WORKING DAYS BEFORE THE START OF THE SHOW